

Koondrook Primary School

School Staff Selection, Supervision and Management Practices for a Child Safe Environment Policy

THIS IS A LEVEL THREE POLICY – IT IS A DET OPERATIONAL POLICY AND IS NOT REQUIRED TO BE ENDORSED BY SCHOOL COUNCIL.

Rationale:

Koondrook Primary School takes the selection, supervision and management of school staff extremely seriously and follows all legislative responsibilities to help ensure the school staff is able to effectively promote a child safe environment.

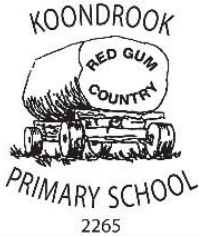
Implementation:

- Implementing the practices for a child safe environment in accordance with the Education, Training and Reform Act (2006)
- Taking all reasonable steps to employ skilled people to work with our children. This is done by clearly advertising our commitment to child safety to any person planning on applying for a position within our school. This includes giving them access to our code of conduct.
- We follow our social and legislative responsibilities when screening new potential staff. This is done by gathering verifying and recording the following information about a person who proposes to engage in child connected work at our school:
 - Working with Children Check status (including a Police Check)
 - Proof of personal identity and any professional or other qualifications
 - The persons history of work involving children
- References that address the person's suitability for the job and working with children
- Setting out each job category within the school their own set of requirements, duties and responsibilities regarding child safety
- Using the referee question sheet (appendix 1)
- Making sure that each staff member has the essential qualifications, experience and attributes to effectively monitor child safety whilst within their care
- Supervising new employees and volunteers to ensure they understand our commitment to child safety
- Providing extra training and assistance for staff that require it to make sure they can adequately screen and act upon any form of child abuse
- Holding regular meetings to discuss child abuse procedures within the school as a form of training for the new staff members and also as a possible preventative of future child abuse

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in **19th July 2021** and it is due for renewal in June 2024 (or early if required due to changes in regulations or circumstances dictate).



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Appendix 1

CHILD SAFE ENVIRONMENT – CONTACT WITH PREVIOUS EMPLOYER

(Child Safe Standard 4)

Successful candidate: _____

Previous employer*: _____

*cannot be this school

Questions to be asked:

1. Have you directly observed **[applicant's name]** work with children?

Answer: _____

2. During the period that **[applicant's name]** worked in your organisation, did you have any concerns about his/her behaviour or conduct when working with a child or children? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?

Answer: _____

3. Do you have any concerns about **[applicant's name]** working directly with children?

Answer: _____

4. Has any disciplinary action been taken against the applicant in relation to inappropriate or unprofessional conduct towards a child?

Answer: _____

5. Were there instances where you had concerns that **[applicant's name]** did not always behave with integrity in their employment, such as not dealing with others in an ethical manner, not declaring or managing a conflict of interest appropriately or not dealing with sensitive or confidential information in an appropriate way? If yes, what steps were taken to deal with these concerns? Were these concerns satisfactorily resolved?

Answer: _____

Chairperson: _____ Date: _____